PROVINCE OF SASKATCHEWAN

08-09

ANNUAL REPORT

APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

Table of Contents

Table of Contents 1
Letters of Transmittal 3
A Message from the Commission Board Chairperson 4
A Message from the Chief Executive Officer 5
Alignment with Saskatchewan Government's Direction 6
Commission Overview 8
Governance 8
2008-09 Results At A Glance 11
Summary of Performance Results 11
Summary of Financial Results 12
2008-09 Performance Results 13
Introduction 13
Overview of 2008-09 13
Outcome and Performance Measures 14
2008-09 Financial Results 26
The Commission 2009-12 Strategic Plan and 2009-10 Business Plan 38
Appendix A: Organizational Chart - June 30, 2009 39
Appendix B: 2008-09 Costs Attributed to Medium-Term Outcome Performance Measures 39
Appendix C: Registrations, Completions and Cancellations by Designated Trade 2008-09 40
Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2008-09 42
Appendix E: Journeyperson Examinations 2008-09 44
Appendix F: Saskatchewan's Industry Sectors and Designated Trades 46
Appendix G: Definition of Terms Used in This Report 47
Appendix H: Saskatchewan Apprenticeship and Trade Certification Commission Offices 48

An electronic version of the annual report can be found on the Saskatchewan Apprenticeship and Trade Certification Commission website at www.saskapprenticeship.ca | publications.

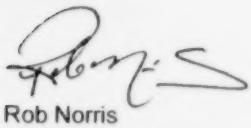
Letters of Transmittal

October 2009

The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:
I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2009. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,



Rob Norris
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2009

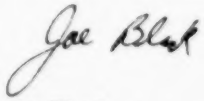
Honourable Rob Norris
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 208, Legislative Building
REGINA SK S4S 0B3

Dear Minister Norris:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2008 to June 30, 2009.

Respectfully submitted,

Garry Kot
Commission Board Chairperson



Joe Black
Chief Executive Officer

A Message from the Commission Board Chairperson

On behalf of the Commission Board, I am pleased to present the Saskatchewan Apprenticeship and Trade Certification Commission 2008-09 Annual Report.

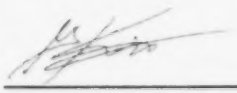
The year 2009 marks three significant milestones for Saskatchewan's apprenticeship training and trade certification system.

- The 65th anniversary of apprenticeship in Saskatchewan. On August 1, 1944, Saskatchewan proclaimed legislation introducing apprenticeship training and trade certification, designating 13 skilled trades and complementing on-the-job work experience with technical training.
- The 50th anniversary of the first Red Séal issued in Canada. The Interprovincial Standards Red Seal Program was established in 1959 to provide mobility for skilled workers across Canada. Four trades were originally designated for Red Seal. Today, there are 50 skilled trades in the Red Seal Program.
- The 10th anniversary of the industry-led Saskatchewan Apprenticeship and Trade Certification Commission. It features a 20 member board comprised of industry representatives, as well as representation from training providers, equity groups and government. The Commission governs, manages and administers apprenticeship and trade certification in Saskatchewan to ensure it is relevant, up-to-date and meets employer and employee needs. The Commission is proud to be considered one of the most successful apprenticeship training partnerships in Canada.

In January 2009, Paul McLellan completed his term as Commission Board Chairperson and I was elected by the Board membership to succeed Paul as Chairperson. Paul served as Board Chairperson from 2000 to 2009. As a highly effective proponent of apprenticeship and training for the skilled trades, Paul's expertise and enthusiasm on the Board will be greatly missed. The Commission Board appreciates Paul's continued dedication and support of apprenticeship in Saskatchewan.

2008-09 was another year of substantial growth in the apprenticeship program. As the provincial economy continued to grow, the Commission responded to the challenges of delivering more services to more clients while maintaining the quality and integrity of the program.

In the upcoming year, with the support of our partners in government and the training system, the Board will continue to work with its network of Trade Board members and Commission staff to ensure the effective use of resources to meet the needs of apprentices, employers and tradespersons.



Garry Kot, Commission Board Chairperson

A Message from the Chief Executive Officer

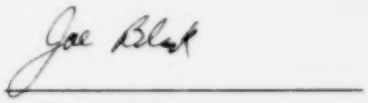
For the third year running, the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) has experienced tremendous growth. The number of apprentices, those attending apprenticeship technical training and those who attained journeyperson status have all increased and are at all time record levels.

This annual report presents the Commission's programs, activities and financial results for the fiscal year ending June 30, 2009. It reports on the goals and objectives of its programs and other key accomplishments. This year's annual report contains a new section regarding the Commission's alignment with the provincial government's vision, key goals and messages.

Early in 2009, the Commission Board, staff and industry stakeholders engaged in information gathering and strategy sessions. Based on this input, as well as consultation with Ministry of Advanced Education, Employment and Labour (AEEL) officials, a new Strategic Plan for 2009–12 was developed and approved by the Commission Board. The goals, key actions and performance measures included in that plan will form the basis for reporting Commission activities in 2009-10.

The Commission and its staff successfully delivered the apprenticeship and trade certification program while faced with the continuing challenges of growth and finite resources. The continued success of Saskatchewan's apprenticeship system is due to the very important partnerships with industry through the Commission and Trade Boards, the Curriculum and Examination Development Boards, the day to day hard work of Commission staff, and the unique partnership the Commission enjoys with the provincial government.

I want to take this opportunity to thank our Board, industry partners, AEEL Ministry officials and the staff at the Commission for their unparalleled professionalism and dedication to the Commission's clients.



Joe Black, CEO

Alignment with Saskatchewan Government's Direction

The Commission's strategic priorities, key initiatives, operations and programs closely align with the provincial government strategic direction, "Saskatchewan: Strong and Steady."

The Saskatchewan provincial vision is:
A secure and prosperous Saskatchewan, leading the country in economic and population growth, while providing opportunity for a high quality of life for all.

This vision identifies three strategic goals.

- Sustain economic growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.
- Secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.
- Keep government's promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Within each goal are strategic themes and actions through which provincial ministries, agencies and commissions work toward a secure and prosperous Saskatchewan.

Apprenticeship and trade certification is essentially a labour market development program that provides a platform for workplace training and industry certifications in 47 skilled trades and 23 subtrades. To become a registered apprentice, a person must be working with an employer who is willing to register the apprentice with the Commission and provide the workplace experiential training that will allow the apprentice to learn and accomplish the competencies of the skilled trade that results in a Journeyperson Certificate of Qualification.

In this context, the Apprenticeship and Trade Certification program is a demand side training program, serving the needs of persons who are employed and registered in a skilled trade. Apprenticeship training differs from the supply side, pre-employment type, training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce.

The record high levels of registered apprentices help to meet industry growth through the development of a more highly skilled labour force resulting in an enhancement of the provincial economy.

New and existing programs are helping to retain youth and engage the aboriginal population. Improvements in interprovincial mobility of skilled tradespeople are supporting a growing provincial economy.

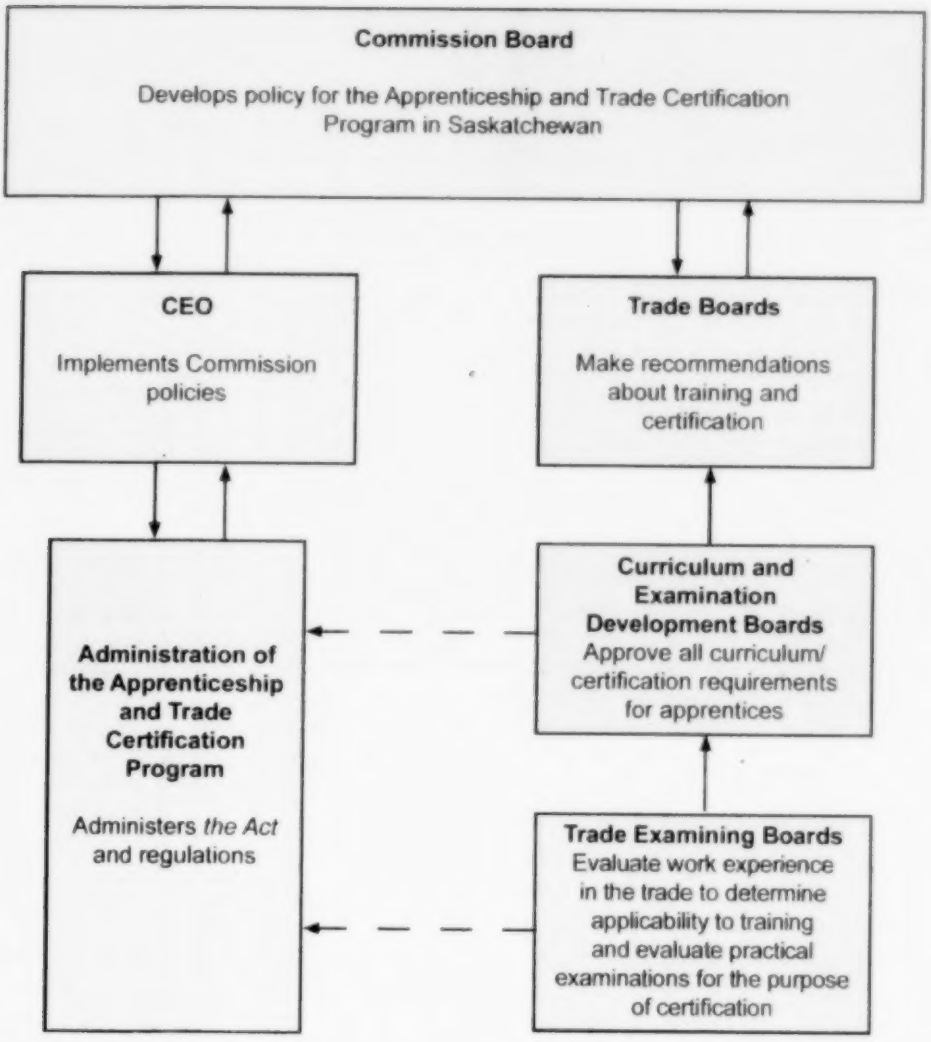
The Commission continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada and its efficient operations ensure program effectiveness.

In the following table, the SATCC identifies alignment of its strategic directions to Saskatchewan's strategic goals.

PROVINCIAL STRATEGIC GOAL	COMMISSION STRATEGIC DIRECTION	ALIGNMENT
Economic Growth	Highly educated, skilled, and available workforce	10,957 apprentices registered in 47 trades and 23 subtrades – the apprenticeship model integrates on-the-job experience and technical training
Economic Growth	Highly educated, skilled, and available workforce	Work with other provinces to ensure labour mobility – 50 trades involved in Red Seal program; Saskatchewan is host jurisdiction for 5 Red Seal Trades
Economic Growth	Increased innovation and education in the province	Continue to support innovative programs for youth, aboriginal people and women
Economic Growth	Adequate level of support for economic development	Industry-support for apprenticeship and sufficient training capacity in the post-secondary system for skilled trades workers
Economic Growth	Effective labour force development	10,957 apprentices registered; programs for equity groups; labour market matching; competencies matched with employer needs
Economic Growth	Infrastructure to support industry and economic activity	Skilled trades on the job, and technical training and certification programs
Economic Growth	Leadership in communication and cooperation of provinces in the "New West"	Supports Saskatchewan as a leader in national and interprovincial apprenticeship and skilled trade committees and organizations
Economic Growth	Keep young people in Saskatchewan	Saskatchewan Youth Apprenticeship (SYA) program implemented and expanding at a rapid rate with 4,027 students participating
Accountability	Financial and operational transparency and accountability	Full compliance with financial standards; accountability model ensures focus on measurable outcomes
Accountability	Strong partnerships with First Nations and Métis	Aboriginal Apprenticeship Initiatives (AAI) enhanced during six years of operation
Accountability	Balanced budgets	SATCC manages its funding to ensure balanced budgets
Accountability	Professional Public Service	Highly skilled and knowledgeable employee group and experienced management team
Accountability	Manage with fiscal responsibility	Adhere to accepted financial and accountability standards

Commission Overview

Governance


Commission Board
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Administration of the Apprenticeship and Trade Certification Program
Administers the Act and regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

Authority

The Apprenticeship and Trade Certification Act, 1999 establishes the Commission as a Corporation and agent of the Crown and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and *the Act*, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The Commission reports to the Minister of Advanced Education, Employment and Labour (AEEL), who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The Commission has 69.54 positions and operates nine offices throughout Saskatchewan.

Mandate and Operational Activities

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation and Excellence

Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assessment of work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor on the job apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Leadership and participation in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the Commission. Twelve members are selected by industry, based on sectors and equally representing employers and employees. Other board members are selected by the Minister Responsible for the Commission and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

Commission Board Membership – as of June 30, 2009

Commission Board Chairperson

- Paul McLellan (July 1, 2008 to January 28, 2009) – Construction Sector Employer Representative
- Garry Kot (January 29, 2009 to June 30, 2009) – Construction Sector Employee Representative

Commission Board Vice-Chairperson

- Garry Kot (July 1, 2008 to January 28, 2009) – Construction Sector Employee Representative
- Doug Christie (January 29, 2009 to June 30, 2009) – Construction Sector Employer Representative

Commission Board Members

- Hazel Hack – Agriculture, Tourism and Service Sector Employee Representative
- Tom Mullin – Agriculture, Tourism and Service Sector Employer Representative

- Randy Nichols – Construction Sector Employee Representative
- Doug MacCallum – Construction Sector Employee Representative
- Brent Waldo – Construction Sector Employer Representative
- Vacancy (January 28, 2009 to June 30, 2009) – Construction Sector Employer Representative

- Mervin Roncin – Production and Maintenance Sector Employee Representative
- Jim Deck – Production and Maintenance Sector Employer Representative

- Tim Earing – Motive Repair Sector Employee Representative
- Walter Wilkinson – Motive Repair Sector Employer Representative

- Doug Mitchell – Persons with Disabilities
- Vince Morrissette – First Nations
- Brett Vandale – Métis
- Marral Thomson – Women in Trades
- Gerry Craswell – Ministry of Education
- Keith Hanson (July 1, 2008 to January 20, 2009) - SIAST
- Vacant - (January 21, 2009 to June 30, 2009) - SIAST
- Vacant – Ministry of AEEL
- Vacant – Northern Saskatchewan

The Commission Board has adopted the following standing committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration regarding policy and operations. The Board may also appoint ad hoc committees to undertake work regarding specific one-time issues.

Executive Committee
Delegated to Act on behalf of the Board of Directors between Board meetings.

Finance and Audit Committee
Exercises due diligence over financial affairs of the Commission including the annual audit.

Standards Committee
Considers issues related to standards of training, certification, examinations, curriculum and entrance requirements, and provides guidance to Trade Boards on standards related to those issues.

Representative Workforce Committee
Promotes development of policies and practices to support and facilitate the growth of a workforce representative of the population of Saskatchewan.

Innovation Committee
Considers and promotes innovative ways to deliver training and support to apprentices and employers to raise the profile of, and reduce barriers to, apprenticeship.

2008-09 Results At A Glance

Summary of Performance Results

- In Saskatchewan, there are 47 designated trades and 23 subtrades, four of which are compulsory.
- The following certificates were issued by the Commission between July 1, 2008 and June 30, 2009:
  - Journeyperson 1,185
  - Proficiency 50
  - Completion of Apprenticeship 1,058
  - Learners 238
  - Apprentice Year Cards 6,591
- 10,957 apprentices were registered and received services from the Commission between July 1, 2008 and June 30, 2009.
- 5,011 apprentices attended technical training in 2008-09.
- On June 30, 2009, there were 8,924 apprentices registered with the Commission, an increase of 9.8% over June 30, 2008.
- 1,174 persons of Aboriginal ancestry were registered as apprentices at June 30, 2009.
- Dedicated funding of $400,000 was directed to Aboriginal Apprenticeship Initiatives.
- 4,027 youth apprentices from 210 high schools across Saskatchewan were registered in the Saskatchewan Youth Apprenticeship (SYA) Program as of June 30, 2009.
- About 55% of registered apprentices live outside the urban centres of Saskatoon and Regina.
- 1,666 written journeyperson and 577 practical examinations were administered during the year.

Key Results Areas	2008-09 Goal	2008-09 Actual
Total Registered Apprentices at June 30, 2009	8,500	8,924
New Apprentices Registered	2,400	2,827
Youth Apprentices Registered	3,500	4,027
Apprentices in Technical Training	4,700	5,011
Upgraders/Updaters in Training	550	496
Allowance Claims Processed/Approved	4,500	5,507/2,700
Employer/Workplace Visits	3,500	3,722
Work Experience Assessments	17,000	22,014
Learning Disabled Assessments	60	63
Written Examinations (all types)	1,500	2,210
Practical Examinations	400	577
Journeyperson/Proficiency Certificates Issued	1,200	1,235
Industry Board/Committee Meetings	120	188
Trade Shows/Career Promotions	150	493
Revenue Generation (total non-grant revenue)	$1,899,800	$1,946,931

Summary of Financial Results

Grant Revenue
The grant from the Ministry of AEEL increased in 2008-09 by $5,087,500 when $3,500,000 was provided for apprenticeship technical training.

Fees
In 2008-09, the Commission received $1,877,300 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of $247,440 over the previous year. The increase reflects an increase in apprenticeship registrations and increases in the number of apprenticeship courses being taken.

Industry Contributions
The Commission received funds as a result of an initiative involving companies awarded contracts administered by Government Services (formerly Saskatchewan Property Management). The initiative required the contractor to contribute $0.21 per hour for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission.

- In 2008-09, the Commission received $31,214 through this initiative. This represented a decrease of $6,006 over the previous year.

Salaries and Expenses
Salary costs of $3,210,048 in 2008-09 were approximately $257,350 under budget. This was the result of vacancies primarily resulting from retirements and movement of staff.

Program Contractual Services (Training Costs)
In the 2007-08 year, SIAST, the Commission's main training provider, delivered training valued at approximately $12.79 million. Total training costs in the year were approximately $3.08 million over the previous year, primarily due to the purchase of additional training.

Advertising, Promotion and Printing Costs
Advertising and promotional costs in 2008-09 were approximately $38,800 greater than 2007-08.

Budget Deficit Versus Annual Deficit
The current year activity resulted in a surplus of $1,096,276. The budget for the year had anticipated a deficit of $496,000. The increase in client registrations and tuition received, the significant increase in grant funds received towards technical training, Commission and SIAST collective agreement costs and savings in the salary expenses resulted in a surplus rather than the budgeted deficit.

Accumulated Surplus
The accumulated surplus at the end of the fiscal year of $2,428,148 is comprised of financial and non-financial assets. Net financial assets make up $2,225,072 of the total, of which $251,206 is restricted for Aboriginal Apprenticeship Initiatives and will be disbursed in the next fiscal year. Of the remaining $1,973,866, $400,000 will be used for renovations in the 2009-10 year and $40,000 is designated for Youth Apprentice Scholarships that were awarded in 2008-09. The Commission Board's policy requires a minimum of $414,351 to be maintained as a reserve to cover unforeseen circumstances.

The accumulated surplus will be used by the Commission to respond to the demand for apprenticeship services and training as a result of the growth in apprentice registrations experienced over the last few years.

Budget Overview for 2009-10
Details regarding the 2009-10 Commission budget can be found in the Commission's 2009-10 Business Plan at www.saskapprenticeship.ca | publications | other reports.

2008-09 Performance Results

Introduction

The following section articulates the Commission's goals, the measures by which its performance is evaluated and the key results, activities and accomplishments of its operations from July 1, 2008 to June 30, 2009.

The Saskatchewan Apprenticeship and Trade Certification Commission's (SATCC) logic model was adopted in 2004 and refreshed in 2006 to provide a framework for the Commission's strategic planning and annual reporting. Included in the framework are three broad or medium-term outcomes to which resources and effort were directed:

- Employer Training Commitment: Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons.
- Trade Skills Development: Increased trade-specific competencies for apprentices and tradespersons.
- Validation of Trades Careers: Increased recognition by the Saskatchewan public of skilled trades as legitimate, valuable and rewarding career choices.

Under each of these medium-term outcomes is listed a number of more immediate, short-term outcomes and key results to report on the achievement of the short-term outcomes.

Overview of 2008-09

The apprenticeship and trade certification program is a demand side training program, serving the needs of apprentices who are employed and registered in a skilled trade. Apprenticeship is different from supply side pre-employment training programs offered in the post-secondary institutions to prepare graduates for the workforce. Apprentices are employed, fully engaged in their chosen careers and contributing significantly to Saskatchewan's prosperous economy.

The Commission plays a key role in the province's labour market development by providing a platform for workplace training, technical training, and industry certification in 47 skilled trades and 23 subtrades.

Being actively involved in developing national occupational standards and using Interprovincial Red Seal standards for provincially designated trades allows the Commission to serve a mobile, competitive workforce that contributes to the Saskatchewan economy.

In 2008-09, the Commission continued to experience significant growth in demand for services. From July 1, 2008 to June 30, 2009, the Commission registered 2,827 new apprentices and provided services to a record total of 10,957 registered apprentices, an increase of 13.8 per cent over the previous year. Since 2005, the total number of apprentices registered with the Commission has increased by 65 per cent.

The continued increase in apprenticeship registrations and trade certifications created huge demands on the system for more training seats and other services. Investment in the system increased, both from government grants and fees generated by the SATCC.

Several factors influenced this growth:

- Recognition that skills shortages exist and are negatively impacting Saskatchewan businesses.
- More employers engaging and/or re-engaging in the apprenticeship and trade certification system.
- The very successful SYA Program creating better awareness of careers in the skilled trades, with 4,027 students in 210 high schools registered in the program and 563 students who received a certificate of completion.
- The federal government now providing two grants for apprentices, the Apprenticeship Incentive Grant (AIG) and the Apprenticeship Completion Grant (ACG).

Apprentices: Registrations, Completions and Cancellations Five Year Overview 2003-04 To 2008-09

Year	Number of new registrations during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
2004-05	1,740	807	755	5,436
2005-06	2,101	894	728	5,915
2006-07	2,408	765	779	6,779
2007-08	2,853	861	640	8,130
2008-09	2,827	1,036	997	8,924

Outcome and Performance Measures

Medium-term Outcome 1 Employer Training Commitment - Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons

In the typical apprenticeship contract, some 80-85 per cent of learning occurs on-the-job while the balance takes place in a classroom, lab or shop setting. The employer's ability to provide the apprentice with opportunities to engage in a broad range of the tasks of the trade and to provide him or her with competent supervision and mentoring is a very important component of the program.

The SATCC undertakes a number of activities to support the relationship between the employer and apprentice including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Developing and distributing standards and guidelines for the on-the-job training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

To create and maintain effective infrastructure for apprenticeship skills development, the Commission's key partners in achieving this outcome are: employers, apprentices and tradespersons, employer associations, unions, sector councils, provincial government and the Canadian Council of Directors of Apprenticeship (CCDA), whose membership consists of the federal government and the 13 apprenticeship jurisdictions in Canada.

Short-term Outcome 1(a) Current and relevant industry standards for occupations, curricula, training and certification

The Commission designs and maintains skilled trades standards to be credible and useful to Saskatchewan industry. The majority of Saskatchewan's designated trades are interprovincially recognized through the Red Seal Program, the maintenance of which is a joint effort between the Commission and other jurisdictions through the CCDA.

The Commission is the lead for maintaining the standards in five Red Seal trades and also directly participates in maintaining the other 45 Red Seal

trades. All other designated trades are provincially recognized and depend on Trade Boards for leadership in standards development and maintenance, curricula and examinations. In either case, employers and employees contribute to the development and maintenance efforts and validate the final product.

All of Saskatchewan's 47 designated trades and 23 subtrades have strong industry representation though the participation of over 250 members on Trade Boards, Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB).

The Commission manages the renewal process with all of these boards and strives to balance the interests of rural and urban areas, different sectors, mature and start-up industries and employers and employees.

Key Results:

- Revised seven on-the-job training guides
- Revised and released Red Seal examination item bank for Mobile Crane Operator, Concrete Finisher and Agricultural Machinery Technician
- Completed examinations for the newly designated Esthetician trades
- Reviewed and revised 42 interprovincial examinations and 17 locally developed examinations
- Became the host province for the Roofer Red Seal examination item bank

Short-term Outcome 1(b) Better supply and demand balance in the apprenticeship trades labour market

The recruitment decisions of employers and the careers that workers choose are largely a function of the labour market. Part of the Commission's role is to ensure that the skills developed by the apprentice are those required by his or her employer.

At the same time, the Commission is a key player in the provincial labour market and seeks information and research to put in place programs that will meet the needs of the market. Through collaboration with industry, sector councils, government and training institutions, the Commission helps to ensure skilled workforce is available to meet the skilled labour demand in Saskatchewan.

In May 2009, the report "Right People, Right Place, Right Time – Saskatchewan's Labour Market Strategy" was released. It confirmed that an important strategy to ensure an adequate supply of skilled labour for the provincial economy is to engage the large Aboriginal working age population and to increase the emphasis on skilled immigrant labour.

The SATCC continued to dedicate funding and staff resources for specific initiatives to increase Aboriginal participation in skilled trades and apprenticeship training.

The Saskatchewan Immigrant Nominee Program initiated a project to develop a "process-map" to assist foreign-trained skilled tradespersons who are considering immigrating to Canada. The process map helps immigrants determine how best to integrate their skills with Canadian standards. Commission staff worked with AEEL officials to design the process map and continue to revise and refine the processes to more closely reflect actual practices in the four compulsory certification trades. Commission staff continues to examine and revise processes at the Commission to help expedite foreign credential recognition.

The Commission was active in supporting SIAST's Foreign Credential Recognition Program which will assist employers in understanding the skill levels of people wishing to immigrate to Canada. The Commission participated at the committee level, and also in a mission to the Philippines and Ukraine. The Director of Apprenticeship accompanied provincial and federal officials on the mission to investigate and develop ways to improve foreign credential recognition. Each application from an offshore tradesperson is unique and must be handled with sensitivity, fairness and dispatch. To help inform decision making, the Commission provided statistics and participated in other research and information gathering activities in 2008-09 with numerous partners including:

- Ministry of AEEL;
- Saskatchewan Labour Market Commission;
- Enterprise Saskatchewan;
- Construction Sector Council (CSC);
- Canadian Apprenticeship Forum (CAF);
- Statistics Canada; and
- Canadian Council of Directors of Apprenticeship

The resulting research was shared with stakeholders to facilitate an understanding of the Commission's rationale for decisions.

Key Results:

- $400,000 dedicated funding for eight special projects resulting in 92 new Aboriginal apprentices
- 1,244 new employers hired apprentices between July 1, 2008 and June 30, 2009
- Equity apprentices represent 20.8% of the general apprentice population
- 103 foreign qualification application assessments were processed

Short-term Outcome 1(c) More workers with skills that are current and relevant to the needs of industry

The Commission prides itself on the contributions of its staff and industry partners to ensure that the skills developed by apprentices are current, resulting in a productive workforce.

As industry develops new products and services and as new technology is adopted in the workplace, the Commission will ensure that the curricula reflects these changes. The Commission also supports updating the skills of certified workers.

A major role is played by the:

- Commission's Field Consultants ensure on-the-job training proceeds in step with technical training;
- Program Development Officers ensure both on-the-job and technical training curricula are current;
- Training Coordinators monitor apprentices' progress and schedule them for technical training; and
- Industry Trade Boards to keep Commission staff aware of changes in industry practices.

For non-compulsory trades, the Commission had success in providing upgrader courses for tradespersons seeking journeyperson certification. In general, success rates for tradespersons taking these courses have been higher than the Canadian average.

The Commission entertained proposals from industry for updater courses for current journeypersons seeking to learn new technologies and practices. For instance, "lead-free solder" training was provided to electronics assembler journeypersons to meet emerging international standards. Industry feedback indicated these courses resulted in enhanced skills for the workplace.

The Commission continues to collaborate with industry and training partners in delivering upgrader and updater programs in flexible formats. The carpenter upgrading program is now being delivered in an online format allowing access anywhere internet service is available. This has resulted in a surge of tradespersons taking upgrader training. The electrician upgrader program is now under development, and several

Aboriginal Apprenticeship Participation

	People of Aboriginal Ancestry Registered	Certified Journeypersons of Aboriginal Ancestry
2004-05	989	63
2005-06	1,108	67
2006-07	1,028	61
2007-08	1,243	66
2008-09	1,174	71

online trade mathematics courses are scheduled for development as well.

The Commission continued to investigate opportunities to partner with a variety of training providers. All crane and hoist training is delivered by Western Trade Training Institute (WTTI) , which was recently purchased by Parklands Regional College. In the fall of 2008, the Commission undertook a consultation with Saskatchewan Regional Colleges, Saskatchewan Indian Institute of Technologies (SIIT) and Dumont Technical Institute (DTI) to determine the degree of willingness and capability to deliver apprenticeship technical training, followed by an analysis of apprentice numbers within reasonable commuting distance of every major centre in Saskatchewan.

Key Results:

- 5,011 apprentices were scheduled for technical training, an increase of 32% over the previous year
- On average, across all trades, a 75% success rate was achieved by apprentices on journeyperson exams. The success rate of Saskatchewan apprentices on Red Seal (Interprovincial) journeyperson exams for the 2008 calendar year was 76%, compared to the national average of 64%
- On average, across all trades, a 65% success rate was achieved by skilled tradespersons challenging journeyperson exams. The success rate of Saskatchewan skilled tradespersons on Red Seal (Interprovincial) journeyperson exams for the 2008 calendar year was 64%, compared to the national average of 50%
- Over 97% of employers were satisfied with the quality of the certified journeyperson following completion of apprenticeship. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007)*
- Depending on the level of training, between 87% and 94% of employers were satisfied with the apprentice's ability to contribute to growth and profitability of the firm. *(Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007)*

Short-term Outcome 1(d) Improved employer commitment to on-the-job skills development

The Commission dedicated staff resources to making employers aware of the value of well-trained employees. Unless employers are willing to commit time and resources to training apprentices in the field, the technical training component is not sufficient to develop necessary skills in apprentices.

The need for training does not end with the achievement of journeyperson status. The employer must provide opportunities for the seasoned worker to learn new skills, including mentoring apprentices and supervising the work of others.

In addition to promoting training for apprentices and tradespersons, the Commission is mandated to ensure that employers comply with journeyperson and apprentice training ratios to ensure,sufficient time is available for the journeyperson to mentor the apprentice.

In September 2008, the Commission conducted a review of journeyperson to apprentice ratios, through a survey of industry as represented by Trade Board members. Based on the results of the survey, the Commission Board of Directors recommended relaxing the journeyperson to apprentice ratio in almost half of Saskatchewan's designated trades.

Throughout 2008, the Commission supported the Construction Sector Council in the development of a mentor project to develop tools and strategies that could be used to:

- Improve the transfer of skills and knowledge from journeypersons to apprentices.
- Upgrade the mentoring skills of tradespeople.
- Create a pan-Canadian mentoring training tool for use by the entire construction industry.
- Improve on-the-job training experiences for apprentices.
- Improve apprentice retention and completion rates over the long-term.

Key Results:

- 3,722 visits to workplaces by Field Consultants.
- Four Saskatchewan employers were identified to participate as pilot sites to test the CSC Mentor project materials
- Those trades that had a ratio of one apprentice to one journeyperson (1:1) will now move to two apprentices to one journeyperson (2:1) (regulation change pending)
- Over 90% of apprentices were satisfied with the quality of on-the-job training. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007*)
- Over 90% of apprentices surveyed agreed that their employers assigned work so that the apprentice experienced the broadest range of tasks available at that workplace. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007*)

Short-term Outcome 1(e) Improved employer commitment to diversified (representative) workforce

In 2008-09, the Commission continued to promote a representative workforce strategy to encourage employers to hire Aboriginal people, youth, women, people with disabilities and members of visible minorities.

In keeping with this objective, the Commission made a conscious effort to promote a representative workforce internally. The Commission put resources into meeting its commitment to a representative workforce in the organization and participation of under-represented groups in the workforce was encouraged and promoted.

As labour shortages affect Saskatchewan's economy, the need for a diversified workforce becomes more critical and the Commission is being called upon to provide more leadership in this area. In collaboration with labour and employer organizations, the Canadian Apprenticeship Forum and community groups, the Commission developed better promotional materials and increased awareness of this issue among clients.

Through contacts with employers, whether it is during field visits, when making presentations to industry associations or when speaking with the media, the Commission stressed the need for a representative workforce and the need to accommodate under-represented workers, including immigrants.

Key Results:

- 917 ads promoted apprenticeship to under-represented groups and employers using rural, urban and specialty publications
- Thirteen news articles highlighted various apprenticeship issues
- Aboriginal registrants made up 13.1% of the current cohort of apprentices
- Women in predominantly male occupations made up 3.2% of the current cohort of apprentices
- Visible minority registrants made up 1.3% of the current cohort of apprentices
- Persons with disabilities made up 3.1% of the current cohort of apprentices

Medium-term Outcome 2 Trade Skills Development: Increased trade-specific competencies for apprentices and tradespersons

Establishing and maintaining skilled trades occupational standards involves two factors, a competent cohort of program development personnel, including Commission staff and industry volunteers and collaboration with partners and stakeholders in the training system.

The Commission's key partners in achieving this outcome were: apprentices and tradespersons, sector councils, employers/workplace mentors, SIAST and the regional colleges, Aboriginal organizations, the Ministry of AEEL and the CCDA.

SATCC showed leadership in apprenticeship occupational standards development and maintenance by engaging in activities that included:

- Developing, reviewing and/or validating the National and/or Provincial Occupational Analyses (NOAs/POAs) for all existing designated trades in Saskatchewan and those with potential for designation.

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Developing essential skills profiles for designated trades.
- Assessing work experiences of apprentices and tradespersons.
- Developing on-the-job training guides for all employers of apprentices to assist with the experiential learning component of the apprentice's career development.

Saskatchewan Apprenticeship and Trade Certification Commission
Employment Equity Workforce Analysis

	Total Employees	Persons of Aboriginal Ancestry	Persons with Disabilities	Members of Visible Minority Groups	Total Management Positions*	Women in Management	Women in Non-traditional Occupations
Period ending June 30, 2007	61	7 (11.5%)	4 (6.6%)	4 (6.6%)	4	1 (25%)	4 (22.2%)
Period ending June 30, 2008	56	9 (16.1%)	3 (5.4%)	3 (5.4%)	3	1 (33.33%)	4 (25%)
Period ending June 30, 2009	65	9 (13.8%)	3 (4.6%)	3 (4.6%)	4	2 (50%)	7 (38.9%)
Saskatchewan Demographics		14.8%	9.70%	3.10%		47%	47%

**The Chief Executive Officer is not an employee of executive government and is not considered in these statistics.*

Saskatchewan Apprentice Registrations of Under-represented Groups
2004-05 to 2008-09

Year	Total Number of Equity Members	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2004-05	2,203	343	989	83	167
2005-06	2,261	299	1,108	98	183
2006-07	1,993	202	1,028	47	199
2007-08	2,500	278	1,243	117	258
2008-09	2,490	285	1,174	118	283

Short-term Outcome 2(a)
Broader recognition that apprenticeship training and trade certification meet industry-defined standards

Employers will participate in the apprenticeship program as long as the prescribed curricula are relevant to developing or enhancing apprentices' knowledge, skills and attitude.

The Commission works with and supports its industry partners through the Trade Boards, the Commission Board and CCDA to set these standards.

The Commission used Red Seal standards and examinations in every trade that is available. The remainder of the designated trades are provincially designated and do not have a Red Seal equivalent.

The Commission maintains linkages with other jurisdictions through the CCDA and sometimes works with a selected group of jurisdictions to develop trades relevant to these jurisdictions. An example is the Rig Technician trade with British Columbia, Northwest Territories and Alberta. A continual challenge for the Commission is maintaining the necessary technical expertise in such a broad variety of trades.

Key Results:

- Nearly 74% of respondents in a survey of the public stated that the term "journeyperson" indicated that the titleholder had met a recognized standard and was certified and competent to complete the assigned task. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)
- Nearly 96% of employers "agreed" or "strongly agreed" that the competencies listed by SATCC for the trade are supported by industry. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)
- Almost 95% of apprentices "agreed" or "strongly agreed" that the competencies listed by SATCC for their trade were important to his or her ability to perform on-the-job. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)

Short-term Outcome 2(b)
Improved performance of trade-specific skills by apprentices and tradespersons

From the employer's perspective, the real test of the utility of a training system is the ability of the graduates to perform the tasks of the trade competently. Both the curriculum and examinations for each trade are designed to address the competence in the selected tasks. The final evaluation is the informed opinion of the employer in judging the performance of the individual apprentice or journeyperson in the workplace.

By conducting learning ability testing, and by referring a client to an appropriate agency, the Commission can help ensure that the essential skills to support learning are available. If the barrier is the lack of mentoring skills, the regional Field Consultant has access to tools to help journeypersons and supervisors develop the required skills.

Key Results:

- From January to December 2008, the average success rate of apprentices on interprovincial journeyperson examinations was 76%
- Over 97% of employers surveyed were satisfied with the quality of the journeyperson following completion of apprenticeship. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)
- Over 94% of employers were satisfied with the final level apprentice's ability to contribute to growth and profitability of the firm. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)

Short-term Outcome 2(c)
Increased ability of apprentices to apply theoretical knowledge to perform higher-level skills in the workplace

The ability to analyze each situation and to synthesize experience and theoretical knowledge to produce the desired result has been the hallmark of the skilled tradesperson. These analytical skills arise three ways: intrinsically (linear thinking),

Program Development Activity	2006-07	2007-08	2008-09
Examinations Reviewed/Implemented			
• Interprovincial (IP) examination	23	19	42
• Provincial Journeyperson	3	2	2
• Level/Placement	16	10	8
• Entrance	0	0	0
• Practical	2	2	5
• Endorsement and proficiency	4	1	1
• Diagnostic	5	0	1
• Examination Appeals Reviewed	13	20	14
Boards			
• Trade Board/Curriculum and Examination Development Board Meetings	130	111	122
• Trade Board Human Resource Plans	48	48	48
Trade specific program, promotional and information materials revised	649	322	115

through case studies (during technical training or as related by a mentor) or through experiential learning.

The curricula for technical training is designed and delivered in a way that promotes analytical and critical thinking. This is reinforced by testing for these skills in the summative examination.

Each workplace is different and, because of the nature of the work or the organizational structure, opportunities to develop analytical skills may be a challenge. Special updater courses are designed for those who work at repetitive or mundane tasks to improve their skills in applying fundamentals to troubleshooting or other tasks requiring decisions to be made.

Key Results:

- Depending on the level in question, a survey indicated between 89% and 92% of employers were satisfied with the apprentice's ability to perform the tasks of the trade as expected. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)

Short-term Outcome 2(d) Increased mobility of labour enabling employers to hire from a national apprenticeship labour force and enabling journeypersons to change employers and/or work locations

Studies show that a highly-mobile workforce correlates with a successful economy and transferable, recognized skills are important to the success of numerous skilled trade sectors.

On April 1, 2009, the revised Chapter 7 of the Agreement on Internal Trade (AIT) came into force across Canada. Chapter 7 recognizes the Red Seal Program as a means of establishing common standards for skilled trades, but also moves beyond Red Seal trades to ensure that certified workers without the Red Seal endorsement are recognized as qualified to practice in other provinces/territories. This means that certified workers without the Red Seal endorsement working in Red Seal trades will also enjoy labour mobility across Canada without restriction.

In anticipation of the changes to the AIT in 2008, the CCDA explored trades that were compulsory in one jurisdiction and designated in at least two. In the voluntary trades, a worker is not required to be

certified in order to practice the trade in a province or territory. As a result, the CCDA identified 21 non-Red Seal trades that could potentially have labour mobility issues. Matching work is ongoing and trades matched under this process will enjoy labour mobility. Commission staff will revise existing processes and educate industry stakeholders regarding the requirements and implications of the changes.

Saskatchewan takes a leadership role in interprovincial activities, including labour mobility, by participating on national committees as follows.

- The Commission CEO is the Chair of the CCDA.
- The Commission Assistant Director of Programs is Saskatchewan's representative on the Interprovincial Standards and Examination Committee (ISEC) and has also accepted the position of Vice-Chair of this Red Seal Program national work group.
- The Commission Director of Apprenticeship is the Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group, leading the redevelopment of Canada's national "Red Seal" examination generation and statistics gathering software.
- The Commission Strategic Advisor to the CEO is a member of the CCDA Research Committee.
- The Commission Communications and Marketing Manager is a member of the CCDA Communication and Promotion Committee.

Key Results:

- Of 8,924 Saskatchewan apprentices, 8,219 or 92% were registered in a Red Seal trade
- Of 1,233 successful attempts at the journeyperson examination, 1,220 or 99% were in a Red Seal trade

Short-term Outcome 2(e) Increased levels of acceptance of trade practices and standards by the consumer

The premium pay rates for journeypersons, and the premium that can be charged for work completed by a journeyperson employee, are justified by the quality and safety inherent in that status. However, these premiums can be sustained only if the consumer recognizes the inherent value. That is, the customer will only pay more if it is generally accepted that a trained apprentice or journeyperson offers a better level of service than does a non-indentured, non-certified tradesperson. While word-of-mouth is the best advertising for the quality associated with trade certification, the Commission must continuously educate the general public. The Commission continues to work with stakeholders to put forward messages regarding skilled trades as a positive career choice.

Key Results:

- Nearly 74% of respondents in a survey of the public stated that the term "journeyperson" indicated that the titleholder had met a recognized standard and was certified and competent to complete the assigned task. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)
- Over 81% of respondents in a survey of the public agreed that the trades are valued by society. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)

Medium-term Outcome 3 Validation of Trades Careers: Increased recognition by Saskatchewan public of skilled trades as legitimate, valuable and rewarding career choices

There has been a general perception among both employers and workers in the trades that a career in a trade was a second or third choice career for most young people. However, the higher profile that skilled trades careers are currently receiving in the media, and the promotional efforts of the Commission and its partners, seem to be changing that perception.

A survey completed in 2007, on behalf of the Commission, showed both high school students and the public have a more positive attitude towards a career in the skilled trades than do either employers or apprentices.

In general, trades careers have not been accepted enthusiastically by certain demographic groups. The Commission and its industry partners have expended, and will continue to expend,

considerable effort in reaching out to these groups. Examples include participation in Skills Canada Saskatchewan competitions and cardboard boat races, Saskatchewan Women In Trades and Technology (SaskWITT) programs and expanding the SYA Program to a greater number of high schools with an emphasis on First Nations high schools.

In order to reach as broad an audience as possible, the Commission has focussed promotional efforts on teachers, school administrators, and students in the K-12 system, their parents, and the general public. The Commission collaborates with employers, labour organizations, the Ministry of AEEL, the Ministry of Education, public and private sector trainers, the federal government (particularly Human Resources and Social Development Canada), other apprenticeship jurisdictions, the Canadian Apprenticeship Forum and Skills Canada Saskatchewan.

SATCC shows leadership in promoting trades careers by engaging in activities that include:

- Promoting skilled trades as first choice careers to youth, under-represented groups and the public.
- Producing, posting and distributing publications and electronic media for youth, apprentices, tradespersons, employers and the public.
- Participating in career and trade fairs for students and the public.
- Promoting school completion and helping youth acquire essential skills.
- Working with sector partners to provide recognition and certification of competencies and practices whenever appropriate.
- Promoting the value of designating trades and subtrades to industry partners to provide clear career pathways for potential apprentices.
- Collaborating with other jurisdictions in designating emerging trades.
- Recognizing the achievements of outstanding new journeypersons and apprenticeship partners.
- Promoting the value of a representative apprenticeship workforce to employers, under-represented groups and the public.

Short-term Outcome 3(a) Increased understanding by registered and potential apprentices and the general public of skilled trades opportunities and success requirements

A significant pool of labour in the age range of 18 to 27 exists but is currently underutilized in Saskatchewan's labour market.

The Commission's research has shown that parents, and other people influencing youth, are increasingly aware of opportunities in the skilled trades. In order to reach both the youth demographic and those that influence them, the Commission engages in a number of activities to promote the skilled trades as a career choice.

Since its inception in 2004-05, the SYA Program has moved from an innovative pilot, to a very successful program available to all Saskatchewan high schools, with over 4,000 students registered in 210 high schools. Regular and sustained contact with school divisions and school staff provides students and educators with information about skilled trades as a career option.

In partnership with Rawlco Radio, the Commission sponsored "Seeds of Success"-radio promotional spots delivered positive messages from young Aboriginal employees in skilled trades and technologies.

Key Results:

- The average age of Level One apprentices is 26.5 years old.
- 393 presentations made to school groups.
- 1,248 vignettes and 624 promotional spots ran in the "Seeds of Success" campaign supported by Rawlco Radio on more than 12 Saskatchewan radio stations.
- 493 trade fairs and career promotions attended by Commission staff.
- 143,113 visits to the SATCC website, with 96,353 of those as new or one-time unique visits. In 2007-08 there were 116,429 visits and 72,760 unique visits. This represents a 23% increase in visits and a 32% increase in unique visits for 2008-09.

Short-term Outcome 3(b)
Increased understanding by employers and tradespersons about the benefits of trades training and certification

Even in those industries where there is a clear link to an existing skilled trade, employers do not always recognize the need for certifying their workers to an accepted industry standard. Sometimes the employer is happy with a minimal in-house training program. In some cases, the employer (especially in the case of large multinational employers), has invested in a company specific comprehensive training program.

Similarly, tradespersons who continue to work without certification do so for a variety of reasons. These include fear of alienating an employer, reluctance to engage in formal learning activities and in writing examinations, and a sense that an onerous time commitment is involved in upgrading skills in preparation for challenging the certification examination.

The Commission continues to invest in workplace consultations and other employer/employee engagements to promote apprenticeship and trade certification as the best option for industry.

An important method of reaching those employers not engaged in the apprenticeship training system is for the Commission's Field Consultants to visit those employers. Concentrating energies in three or four different regions allows the Commission to reach most of the employers and provide them with information about the advantages of employing apprentices. In the past year, a blitz of employers was conducted in the Swift Current region.

Key Results:

- 3,726 workplaces were contacted during blitzes as well as through the normal process of Field Consultant employer visits
- 115 revisions to apprenticeship, upgrader and examination informational materials were completed and were posted on the website to ensure employers and tradespersons have access to the most current information

Short-term Outcome 3(c)
Increased awareness by teachers, counsellors, school administrators, students and parents in the K-12 system that trades are a "first choice" career option

In a recent survey, high school students said that their teachers and counsellors recommend apprenticeship at least as often as technical college or university.

To continue building on the momentum, in the fall of 2008, the SATCC established the SYA Program Advisory Group whose membership consisted of industry representatives, educational stakeholders and SATCC staff. The advisory group guided an analysis of the SYA Program to identify ways to strengthen and expand the program to the remaining half of the high schools in the province, with particular attention on engaging Aboriginal youth.

The analysis included a survey of educators, students, parents/guardians, employers, industry associations and trade unions. The primary conclusions drawn from this research indicated that the SYA Program is definitely addressing a gap in the area of youth awareness of skilled trades careers.

In May 2009, the Commission Board of Directors received the SYA Program Advisory Group's final report. It made several recommendations as to how the SYA can build on its current strengths to reach more Saskatchewan youth. In 2009-10 Commission staff will prioritize and address these recommendations to achieve greater SYA success.

The Commission, in partnership with industry, established the SYA Scholarship Program with 40 scholarships available to high school graduates who complete the program and are going to continue as an apprentice.

Key Results:

- Forty $1,000 SYA Scholarships were awarded in 38 high schools across the province
- 210 high schools participated in the SYA Program

- 4,027 students registered as youth apprentices or participated in the SYA Program
- 563 students graduated from the program and received certificates

Short-term Outcome 3(d) Increased awareness by consumers of the benefits of using/employing the services of apprentices and journeypersons

Most of the public would probably think of a journeyperson in very traditional terms. There is less likely to be a connection with a training regime or a certification process and for skilled trades, such as Meat Cutter or Hairstylist, it is even less likely the public would think of the service worker as being in a skilled trade.

To help the public make this connection, it will be necessary to raise the visibility of trade certification. It is important to work with partners to clearly define the messages for the public.
In 2008-09, the Commission continued to work with the CCDA and the CAF to promote the value of employing certified skilled tradespersons.

Key Results:

- Nearly 74% of public respondents correctly identified "journeyperson" as someone who has met a recognized standard. (*Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007.*)

Saskatchewan Youth Apprenticeship (SYA) Program
2008-09

Total number of high schools enrolled	210
Total number of students registered as youth apprentices	4,027
Number of students issued a certificate of completion	563
Number of youth apprentices who registered as apprentices in the regular apprenticeship program	76
Total number of SYA presentations	393

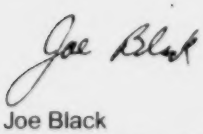
2008-09 Financial Results

Management Report
September 23, 2009

The financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The financial statements have been audited by the Provincial Auditor of Saskatchewan, whose report follows.



Joe Black
Chief Executive Officer

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

SASKATCHEWAN

Phone: (306) 787-6398
Fax: (306) 787-6383
Web site: www.auditor.sk.ca
Internet E-mail: info@auditor.sk.ca

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the consolidated statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission at June 30, 2009 and the consolidated statements of operations and accumulated surplus, change in net financial assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
August 4, 2009

Fred Wendel, CMA, CA
Provincial Auditor

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2009	2008
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 531,189	$ 1,323,582
Accounts Receivable (Note 6)	2,182,530	54,219
Inventory for Resale	2,888	3,778
Total Financial Assets	2,716,607	1,381,579
Liabilities:		
Accounts Payable and Accrued Liabilities	219,637	129,916
Accrued Vacation Leave	164,490	152,800
Unearned Revenue (Note 7)	107,408	5,970
Total Liabilities	491,535	288,686
Net Financial Assets (Note 9)	2,225,072	1,092,893
Non-financial Assets (Note 10)		
Tangible Capital Assets (Note 10)	147,077	194,156
Inventory of Promotional Supplies	17,770	11,613
Prepaid Expenses	38,229	33,210
	203,076	238,979
Accumulated Surplus	$ 2,428,148	$ 1,331,872

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
As at June 30

	Budget	2009	2008
Revenue:			
Grants – General Revenue Fund	$ 17,496,000	$ 18,475,128	$ 13,387,619
Client Fees	1,869,600	1,877,340	1,629,900
Industry Contributions	25,200	31,214	37,220
Products and Services	37,000	4,248	40,576
Interest	100,000	34,129	126,627
Total Revenue	$ 19,527,800	$ 20,422,059	$ 15,221,942
Expenses:			
Salaries and Personnel	3,204,900	3,210,048	2,952,698
Program Contractual Services	14,932,600	14,272,490	11,194,389
Amortization	118,700	81,075	149,585
Other Contractual Services	482,900	481,489	196,611
Board Honorariums	122,700	161,570	137,486
Travel	285,100	277,903	323,620
Telephone	58,400	75,947	66,319
Advertising, Promotion and Printing	299,000	236,440	197,622
Space Rental	312,000	319,155	298,370
Equipment Rental	14,300	18,349	12,673
Office Supplies	76,700	83,209	69,473
Postage, Courier and Freight	72,000	89,404	79,252
Products for Resale	0	0	796
Other	44,500	18,704	28,545
Total Expenses	20,023,800	19,325,783	15,707,439
Annual Surplus (Deficit)	$ (496,000)	$ 1,096,276	$ (485,497)
Accumulated Surplus, beginning of year		$ 1,331,872	$ 1,817,369
Accumulated Surplus, end of year		$ 2,428,148	$ 1,331,872

(See accompanying notes to the financial statements)

Statement 3

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2009	2008
Annual Surplus (Deficit)	$ 1,096,276	$ (485,497)
Purchase of Tangible Capital Assets	(34,560)	(63,931)
Amortization of Tangible Capital Assets	81,075	149,585
Disposal of Tangible Capital Assets	564	178
	47,079	85,832
(Acquisition) Reduction of Prepaid Expenses	(5,019)	21,127
Acquisition of Inventory of Promotional Supplies	(6,157)	(2,503)
	(11,176)	18,624
Increase (Decrease) in Net Financial Assets	1,132,179	(381,041)
Net Financial Assets, beginning of year	1,092,893	1,473,934
Net Financial Assets, end of year	$ 2,225,072	$ 1,092,893

(See accompanying notes to the financial statements)

Statement 4

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2009	2008
Cash Flows from (used in) Operating Activities:		
Cash Receipts from General Revenue Fund	$ 16,336,878	$ 13,387,619
Cash Receipts from Clients	1,978,778	1,622,070
Interest Received	43,928	139,054
Industry Contributions Received	31,214	37,220
Receipts from the Sale of Products and Services	4,388	63,137
Cash Paid to Employees	(3,210,048)	(2,952,698)
Cash Paid to Suppliers	(1,670,481)	(1,857,858)
Cash Paid to Provide Program Services	(14,272,490)	(11,166,243)
Cash used in Operating Activities	(757,833)	(727,699)
Cash Flows Used in Capital Activities:		
Purchase of Tangible Capital Assets	(34,560)	(63,931)
Cash Applied to Capital Activities	(34,560)	(63,931)
Decrease in Cash	(792,393)	(791,630)
Due from General Revenue Fund, beginning of year	1,323,582	2,115,212
Due from General Revenue Fund, end of year	$ 531,189	$ 1,323,582

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2009

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by Saskatchewan Advanced Education, Employment and Labour to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable with the exception of tuition fees which are recorded in the period in which the training or course is provided.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital assets on a straight-line basis over their estimated useful lives.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission has a 2% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian generally accepted accounting principles. These principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2008 to June 30, 2009 was 1.4% (2008 – 3.6%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by Saskatchewan Advanced Education, Employment and Labour and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

	2009	2008
Carlton Trail Regional College	$ 0	$ 15,000
Conexus Arts Centre	5,412	1,932
Cumberland College	8,765	0
Directwest Corporation	0	14,700
Finance	314	0
Great Plains College	31,724	0
Information Technology Office	335,204	45,236
Government Services	124,604	161,575
Northlands College	11,667	48,124
Parkland Regional College	136,903	187,840
Public Service Commission	986	0
Saskatchewan Transportation Co.	1,229	1,295
SaskEnergy Incorporated	802	0
SaskTel	75,001	65,718
SaskPower Corporation	206,970	156,200
SIAST	1,789,370	1,248,452
Southeast Regional College	88,880	22,256
	$ 2,817,831	$ 1,968,328

Interprovincial Computerized Examination Management System (ICEMS)

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in this joint venture is as follows:

	2009	2008
Due from General Revenue Fund	$ 6,366	$ 8,604
Accounts Receivable	1,294	1,570
Accounts Payable and Accrued Liabilities	(583)	(1,178)
Revenue – Products and Services	(28,105)	(20,944)
Expenses – Other Contractual Services	30,343	33,470
Amortization	0	46,288

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2009 the Commission held in trust cash for the ICEMS in the amount of $219,593 (2008 - $296,789). During the year, the Commission received $1,001,441(2008 - $717,691) for ICEMS and disbursed $1,078,638(2008 - $1,186,495).

Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement

The Commission enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2009, the contract amount was $11,000,000 (2008 - $8,500,000) and these amounts are included in the Statement of Operations and Accumulated Surplus under Program Contractual Services.

5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. These financial instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2009	2008
Grants – General Revenue Fund	$ 2,178,250	$ 40,000
Interest receivable	2,007	11,816
Salary overpayment receivable	979	833
Cost reimbursement by the Federal Government	1,294	1,570
Total accounts receivable	$ 2,182,530	$ 54,219

7. Unearned Revenue

Unearned revenue is comprised of tuition fees received from apprentices before June 30, 2009 for training which will occur after June 30, 2009.

8. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street, Regina. The annual lease payments agreed to are:

2009-2010 - $102,312	2013-2014 - $131,544
2010-2011 - $116,928	2014-2015 - $131,544
2011-2012 - $116,928	2015-2016 - $131,544
2012-2013 - $131,544	2016-2017 - $131,544

The Commission is responsible for the payment of operating expenses related to this premises. The lease agreement expires June 30, 2017.

9. Designated Net Assets

Pursuant to directions given by the Minister of Advanced Education, Employment and Labour, $400,000 (2008 - $400,000) was designated for aboriginal initiatives. These designated net assets for aboriginal initiatives are not available for other purposes without the approval of the Minister of Advanced Education, Employment and Labour.

At the January 28, 2009 Commission Board meeting, the Board approved $400,000 of current year funds to be designated for leasehold improvements and renovations to the main floor of the Regina office. The renovations will provide additional office space, improved file handling capacity and upgrade of electrical and mechanical systems. The work was tendered and the contract was awarded on July 13, 2009.

In 2008 -2009, the Saskatchewan Youth Apprenticeship Scholarship Program was established. Forty (40) eligible high school graduates received a scholarship certificate valued at $1,000. The $1,000 will be payable to the graduate upon submission of documentation indicating completion of one year of post-secondary training or apprenticeship in a designated trade, by August 31, 2011.

Designated net assets comprised the following of total net assets:

	2009	2008
Financial assets designated for aboriginal initiatives	$ 251,206	$ 123,191
Financial assets designated for renovations	400,000	0
Financial assets designated for Saskatchewan Youth Apprenticeship Scholarships 2009	40,000	0
Undesignated financial assets	1,533,866	969,702
Total net financial assets	$ 2,225,072	$ 1,092,893

10. Non-financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The table on the next page provides disclosure of the tangible capital assets.

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
For the Year Ended June 30

	2009							2008
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 62,920	$ 171,296	$ 33,092	$ 249,310	$ 76,922	$ 253,525	$ 847,065	$ 881,935
Additions during the year	12,818	11,617	8,112	2,013	0	0	34,560	63,931
Disposals during the year	0	(242)	0	(57,119)	0	0	(57,361)	(98,801)
Closing cost	75,738	182,671	41,204	194,204	76,922	253,525	824,264	847,065
Opening accumulated amortization	52,663	57,053	28,785	205,264	55,619	253,525	652,909	601,947
Annual amortization cost	3,819	18,167	3,561	34,225	21,303	0	81,075	149,585
Amortization related to disposals	0	(218)	0	(56,579)	0	0	(56,797)	(98,623)
Closing accumulated amortization	56,482	75,002	32,346	182,910	76,922	253,525	677,187	652,909
Net book value of tangible capital assets	$ 19,256	$ 107,669	$ 8,858	$ 11,294	$ 0	$ 0	$ 147,077	$ 194,156

The Commission 2009-12 Strategic Plan and 2009-10 Business Plan

On May 27, 2009 the SATCC Board of Directors approved the 2009-12 Strategic Plan and 2009-10 Business Plan.

The Strategic Plan contains the following elements:

- An examination of the Commission's current environment;
- Identification of key risk areas;
- Confirmation of the Commission's vision and mandate; and
- The goals, key actions and performance measures that will define the Commission's operational activities over the next three years.

The Strategic Plan can be found on the Commission's website at www.saskapprenticeship.ca | publications | other reports and information.

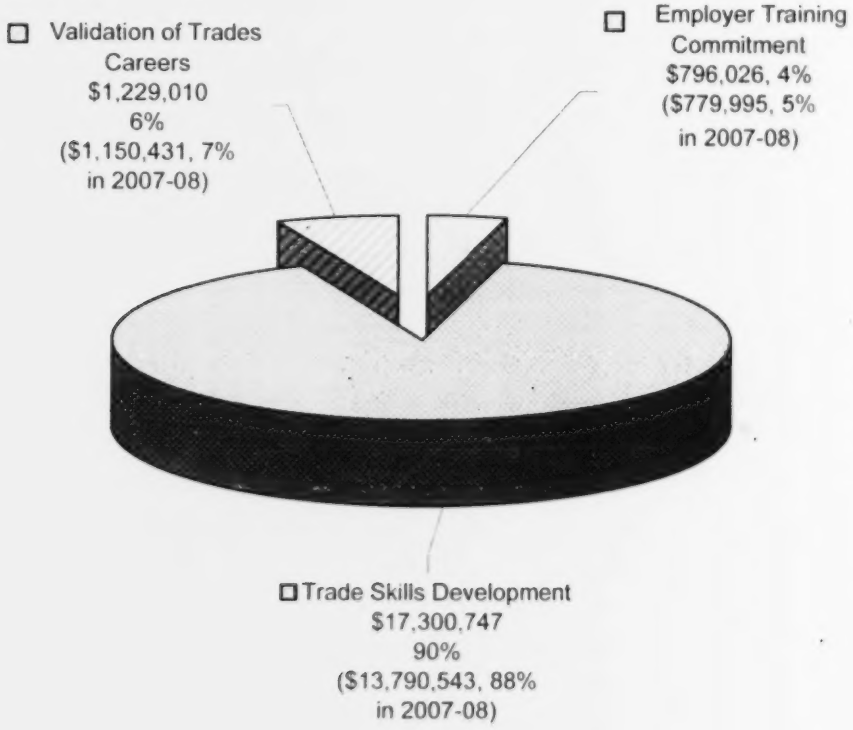
The 2009-2010 Business Plan includes the first year goals, key actions and performance measures from the Strategic Plan, as well as the annual budget that will support the operational activities.

The Commission's 2009-10 Business Plan can be found on the Commissions website at www.saskapprenticeship.ca | publications | other reports and information.

Appendix A:
Organizational Chart - June 30, 2009

Appendix B:
2008-09 Costs Attributed to Medium-Term Outcome Performance Measures

The following chart indicates the allocation of expenditures for the outcomes of the Commission for the 2008-09 fiscal year.



Appendix C:
Registrations, Completions and Cancellations by Designated Trade 2008-09

Trade	Number of Apprentices July 1, 2008	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2009
Agricultural Machinery Technician	177	54	15	18	198
Aircraft Maintenance Engineer*					
Automotive Service Technician	444	103	44	67	436
Boilermaker	30	13	2	8	33
Bricklayer	63	11	6	8	60
Cabinetmaker	11	0	9	0	2
Carpenter	1,188	457	271	91	1283
Subtrade: Framer	5	1	1	0	5
Subtrade: Scaffolder	143	68	12	13	186
Concrete Finisher	6	0	6	0	0
Construction Craft Labourer	20	5	16	0	9
Cook	172	40	23	25	164
Crane and Hoist Operator	15	1	3	0	13
Subtrade: Boom Truck Operator "A"	31	12	4	7	32
Subtrade: Boom Truck Operator "B"	10	3	0	2	11
Subtrade: Hoist Operator	0	0	0	0	0
Subtrade: Hydraulic Crane Operator	19	17	0	0	36
Subtrade: Lattice Boom Crane Operator	8	1	1	0	8
Subtrade: Tower Crane Operator	1	0	0	1	0
Custom Harvester	4	0	4	0	0
Drywall and Acoustical Mechanic	2	0	2	0	0
Electrician	1,158	443	91	143	1,367
Electronics Assembler	21	6	6	7	14
Electronics Technician (C.P.)	1	0	1	0	0
Esthetician - Nail Technician	0	1	0	0	1
Esthetician - Skin Care Technician	0	0	0	0	0
Floorcovering Installer	1	0	1	0	0
Food and Beverage Person	59	10	0	5	64
Glassworker	8	4	0	0	12
Guest Services Representative	38	13	0	6	45
Hairstylist	485	169	7	150	497
Heavy Duty Equipment Mechanic	274	84	34	28	296
Horticulture Technician	5	1	1	0	5
Industrial Instrument Technician	122	32	12	20	122
Industrial Mechanic (Millwright)	433	125	22	49	487
Insulator	34	0	2	4	28
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	78	33	1	12	98
Locksmith	2	0	0	0	2

Trade	Number of Apprentices July 1, 2008	Indentures	Cancellations	Completions	Number of Apprentices June 30, 2009
Machinist	192	51	17	34	192
Meat Cutter	3	0	0	0	3
Motor Vehicle Body Repairer	129	49	4	22	152
Subtrade: Motor Vehicle Body Refinisher	1	0	0	0	1
Painter And Decorator	1	2	1	0	2
Partsperson	50	27	13	4	60
Pipeline Equipment Operator					
Endorsement: Dozer	12	0	5	0	7
Endorsement: Excavator	12	0	6	0	6
Endorsement: Grader	2	0	2	0	0
Endorsement: Sideboom	5	0	0	0	5
Plasterer	0	0	0	0	0
Plumber	734	248	54	65	863
Pork Production Technician	3	0	3	0	0
Endorsement: Breeder	10	0	10	0	0
Endorsement: Facilities Maintenance	1	0	1	0	0
Endorsement: Farrowing	7	0	7	0	0
Endorsement: Grower-Finisher	10	0	9	1	0
Endorsement: Nursery Management	1	0	1	0	0
Powerline Technician	193	41	11	45	178
Refrigeration Mechanic	105	33	9	11	118
Rig Technician					
- Derrickhand (Level Two)	43	75	13	0	105
- Driller (Level Three)	11	28	1	0	38
- Motorhand (Level One)	165	73	77	0	161
Roofer	57	12	18	3	48
Sheet Metal Worker	221	68	24	9	256
Sprinkler Systems Installer	39	13	2	4	46
Steamfitter-Pipefitter	113	43	9	6	141
Subtrade: Petroleum Installer Technician	5	1	1	0	5
Steel Fabricator	48	14	7	10	45
Tilesetter	6	2	1	0	7
Truck and Transport Mechanic	212	70	13	28	241
Water Well Driller	1	0	0	0	1
Welder	657	270	71	130	726
Subtrade: Semiautomatic Welding Production Operator	13	0	10	0	3
TOTAL	8,130	2,827	997	1,036	8,924

* *Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.*

Appendix D:
Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2008-09

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	128	44	40	24	20
Aircraft Maintenance Engineer Technician[1]					
Automotive Service Technician	254	57	63	66	68
Boilermaker	39	13	11	7	8
Bricklayer	34	12	12	10	n/a
Cabinetmaker	2	1	0	1	0
Carpenter	663	264	165	119	115
Subtrade: Framer	0	0	n/a	n/a	n/a
Subtrade: Scaffolder	68	29	17	10	12
Concrete Finisher	0	0	0	0	0
Construction Craft Labourer	0	0	0	n/a	n/a
Cook	76	24	26	26	n/a
Crane and Hoist Operator	7	3	4	0	n/a
Subtrade: Hydraulic	6	3	3	0	n/a
Subtrade: Lattice Boom Crane Operator	3	2	1	0	n/a
Subtrade: Tower Crane Operator	1	0	1	0	n/a
Subtrade: Boom Truck Operator A	20	8	12	n/a	n/a
Subtrade: Boom Truck Operator B	6	2	4	n/a	n/a
Custom Harvester	0	0	0	0	n/a
Drywall and Acoustical Mechanic	0	0	0	0	n/a
Electrician	964	272	323	225	144
Electronics Assembler	13	6	7	n/a	n/a
Electronics Technician (Consumer Products)	0	0	0	0	0
Floorcovering Installer	0	0	0	n/a	n/a
Food and Beverage Person**	9	9	n/a	n/a	n/a
Glassworker	4	3	1	0	0
Guest Services Representative**	12	12	n/a	n/a	n/a
Hairstylist*	5	0	5	n/a	n/a
Heavy Duty Equipment Mechanic	173	43	48	48	34
Horticulture Technician	2	1	0	1	n/a
Industrial Instrument Mechanic	53	12	23	9	9
Industrial Mechanic (Millwright)	338	90	89	95	64
Insulator	17	0	9	8	n/a
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	49	25	12	12	0
Locksmith	0	0	0	0	0
Machinist	103	21	10	36	36
Meat Cutter	0	0	0	0	n/a

Trade	All Levels	First	Second	Third	Fourth
Motor Vehicle Body Repairer	99	22	22	32	23
Subtrade: Motor Vehicle Body Refinisher	0	0	0	n/a	n/a
Painter and Decorator	0	0	0	0	n/a
Partsperson	34	17	10	7	n/a
Pipeline Equipment Operator	0	0	0	n/a	n/a
Plasterer[2]	0	0	0	0	n/a
Plumber	516	134	180	122	80
Pork Production Technician	0	0	0	n/a	n/a
Power Lineperson	168	44	43	38	43
Refrigeration Mechanic	81	23	23	23	12
Rig Technician	76	59	17	0	n/a
Roofer	25	15	8	2	n/a
Sheet Metal Worker	171	57	48	45	21
Sprinkler Systems Installer	30	13	6	11	n/a
Steamfitter-Pipefitter	79	28	24	27	0
Subtrade: Petroleum Installer Technician	0	0	0	0	n/a
Steel Fabricator	30	11	9	10	n/a
Tilesetter	3	1	1	1	n/a
Truck and Transport Mechanic	157	39	48	35	35
Water Well Driller	0	0	0	n/a	n/a
Welder	493	115	156	222	n/a
Subtrade: Semiautomatic Welding Production Operator	0	0	n/a	n/a	n/a
TOTAL	5,011	1,534	1,481	1,272	724

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship, to comply with Transport Canada regulations.
[2]Plasterer - There is presently no technical training available in Canada for this trade.
*Technical training is completed prior to registration. 2008-2009 had a pilot conducted using the apprenticeship model.
**Technical training is in partnership with Saskatchewan Tourism
n/a - No applicable training for this trade/level

Appendix E:
Journeyperson Examinations 2008-09

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	28	19	9
Aircraft Maintenance Engineer *	n/a	n/a	n/a
Automotive Service Technician	90	69	21
Boilermaker	9	9	0
Bricklayer	21	18	3
Cabinetmaker	n/a	n/a	n/a
Carpenter	122	99	23
Subtrade: Framer	n/a	0	n/a
Subtrade: Scaffolder	16	13	3
Concrete Finisher	0	0	0
Construction Craft Labourer	0	0	0
Cook	101	59	42
Crane and Hoist Operator	0	0	0
Subtrade: Boom Truck Operator "A"	27	24	3
Subtrade: Boom Truck Operator "B"	10	9	1
Subtrade: Hoist Operator	0	0	0
Subtrade: Hydraulic Crane Operator	7	5	2
Subtrade: Lattice Boom Crane Operator	n/a	0	n/a
Subtrade: Tower Crane Operator	n/a	n/a	0
Custom Harvester	0	0	0
Drywall and Acoustical Mechanic	0	0	0
Electrician	184	138	46
Electronics Assembler	6	6	0
Electronics Technician (Consumer Products)	0	0	0
Esthetician - Nail Technician	n/a	n/a	n/a
Esthetician - Skin Care Technician	n/a	n/a	n/a
Floorcovering Installer	0	0	0
Food and Beverage Person	0	0	0
Glassworker	0	0	0
Guest Services Representative	0	0	0
Hairstylist	207	182	25
Heavy Duty Equipment Mechanic	57	40	17
Horticulture Technician	0	0	0
Industrial Instrument Technician	24	20	4
Industrial Mechanic (Millwright)	108	62	46
Insulator	9	8	1
Ironworker Reinforcing Rebar	0	0	0
Ironworker Structural	14	10	4
Locksmith	0	0	0
Machinist	46	38	8

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Meat Cutter	0	0	0
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	n/a	n/a	0
Motor Vehicle Body Repairer	30	28	2
Subtrade: Motor Vehicle Body Refinisher	n/a	n/a	0
Painter and Decorator	6	4	2
Partsperson	10	8	2
Pipeline Equipment Operator	0	0	0
Endorsement: Dozer Operator	0	0	0
Endorsement: Excavator Operator	0	0	0
Endorsement: Grader Operator	0	0	0
Endorsement: Sideboom Operator	0	0	0
Plasterer	0	0	0
Plumber	87	63	24
Pork Production Technician	0	0	0
Endorsement: Breeder	0	0	0
Endorsement: Facilities	0	0	0
Endorsement: Farrowing	0	0	0
Endorsement: Grower-Finisher	0	0	0
Endorsement: Nursery	0	0	0
Powerline Technician	47	44	3
Refrigeration Mechanic	12	11	1
Rig Technician	0	0	0
- Motorhand (Level One)	0	0	0
- Derrickhand (Level Two)	n/a	0	n/a
- Driller (Level Three)	8	8	0
Roofer	7	4	3
Sheet Metal Worker	25	8	17
Sprinkler Systems Installer	11	9	2
Steamfitter-Pipefitter	14	9	5
Subtrade: Petroleum Installer Technician	n/a	0	n/a
Steel Fabricator	11	10	1
Tilesetter	n/a	0	n/a
Truck and Transport Mechanic	53	38	15
Water Well Driller	0	0	0
Welder	291	203	88
Subtrade: Semiautomatic Welding Production Operator	0	0	0
TOTAL	1,717	1,285	432

**Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.*

n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

Appendix F:
Saskatchewan's Industry Sectors and Designated Trades

Agriculture, Tourism and Service

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician
Locksmith
Meat Cutter
- Processor
- Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- Framer
- Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- Boom Truck Operator "A"
- Boom Truck Operator "B"
- Hoist Operator
- Hydraulic Crane Operator
- Lattice Boom Crane Operator
- Tower Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)
Powerline Technician (IP)
Refrigeration Mechanic (IP)*
Roofer (IP)
Sheet Metal Worker (IP)
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- Petroleum Installer Technician

Tilesetter (IP)
Water Well Driller

Production and Maintenance

Electrician (IP)*
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three)

Steel Fabricator (IP)
Welder (IP)
- Semiautomatic Welding Production Operator

Motive Repair

Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Mechanic (IP)
Motor Vehicle Body Repairer (IP)
- Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

- Represents a subtrade or endorsement
- • Represents a journeyperson certificate in the trade specialty
- * The designated trade is part of more than one industry sector
- (IP) This trade or subtrade is recognized with the Red Seal interprovincial status

Appendix G:
Definition of Terms Used in This Report

Act and Regulations: *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: on-the-job training and technical training. The apprentice, the employer or joint training committee, and the Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through on-the-job training which is supervised by a certified journeyperson, combined with technical in-school training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: electrician, plumber, refrigeration mechanic and sheet metal worker.

Designated Trade: An occupation designated under The Apprenticeship and Trade Certification Act, 1999. Designation of an occupation means that legislated rules apply; and that standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program: A national certification program that assists workers seeking employment in any province/territory in Canada.

Joint Training Committee: A committee of employer and employee representatives in a trade. Joint training committees are established in industries where job changes are frequent; for example, the construction industry. Eligible apprentices can register directly with the joint training committee rather than with an employer.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Apprenticeship and Trade Certification Commission.

Pre-Employment Training: Also known as "certificate" and "applied certificate." Full time training programs designed for individuals who have no job or skills in a trade, but who would like to take training to improve their chances of finding a job. Advanced standing in apprenticeship training may be granted if the individual registers as an apprentice at a later date. This training usually follows school graduation and in most instances is offered by the Saskatchewan Institute of Applied Science and Technology (SIAST).

Pre-Trades Training: Short training programs designed to respond to immediate labour needs of local industry. The courses are usually fewer than 20 weeks in length and are offered through regional colleges. Advanced standing in apprenticeship training may be granted if the individual registers as an apprentice at a later date.

Proficiency Certificate: This certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or The Commission): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Subtrade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the designated trades, but is not an apprentice or a journeyperson.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson status.

Upgrading: Training designed to assist a tradesperson in preparing for journeyperson certification.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience: Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix H:
Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade
Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3

Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
E-mail: apprenticeship@gov.sk.ca
Website: www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
Box 3000
130 - 255 Spruce Drive
Estevan SK S4A 2V6

Apprenticeship and Trade Certification Commission
Northern Division
Box 5000
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
Prince Albert SK S6V 6G1

Apprenticeship and Trade Certification Commission
Regina Regional Office
2140 Hamilton Street
Regina SK S4P 2E3

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
The Professional Building
1630 Quebec Avenue
Saskatoon SK S7K 1V7

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
Yorkton SK S3N 3V3

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION

FISCAL YEAR ENDING JUNE 30, 2009

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2008-2009

Salaries:

Management

Listed below are Senior Management staff (out of scope) salaries, totaling $50,000 or more, recorded in the fiscal year.

Black, Joe	Chief Executive Officer	136,912.24
Ewen, Rick	Director of Apprenticeship	116,860.00
Wong, Lillie	Director, Corporate Services	106,950.00
	Total Out of Scope	**$360,722.24**

Listed below are the In-Scope Employees' salaries, totaling $50,000 or more, recorded in the fiscal year.

Permanent

Brown, Darren	61,918.06
Butler, Dennis	61,882.65
Cockwill-Melle, Elaine	54,808.81
D'Amour, Brett	61,918.35
Envik, Rhonda	54,609.07
Frennette, Karen	67,628.61
Frey, Dean	60,703.67
Hampton, James	55,219.72
Heisler, Glenn	61,889.93
Johns, Robert	72,976.52
Kasper, Frank	61,909.90
LaPlante, Loreena	80,791.79
McClurg, Tracy	61,080.04
Myhill, Clyde	67,606.95
Pusch, Sylvia	72,591.77
Rex, Margaret	50,049.46
Rogers, Barbara	50,223.38
Ryba, Andrew	51,621.99
Skomorowski, Linda	61,489.41
Sluchinski, Robert	62,021.45
Stubbs,Chris	81,213.04
Wolf-Kaminski, Audrey	72,197.68
Zabolotney,Rennie	80,144.90
Total In-Scope	**$1,466,497.15**

Suppliers:

Listed are payees who received $50,000 or more for the provision of goods and services including technical training, lease of space, computer system and other service contracts.

Carpenters Apprenticeship and Training Trust	$75,247.10
Heat and Frost Insulators Union Local 119	58,796.84
ICR Denro Property Mgmt Ltd	194,668.52
Millwrights 1021 AT&T Funds	66,533.27
Ministry of Government Services	124,603.59
Ministry of Information Technology	335,203.71
Parkland Regional College	136,903.00
Professional Building on Quebec Avenue Inc.	51,500.04
Social Development Canada	68,055.24
Saskatchewan Indian institute of Technologies	459,059.71
Saskatchewan Institute of Applied Science & Technology	12,789,370.26
SaskPower Corporation	206,969.51
SaskTel	75,000.71
Southeast Regional College	88,879.71
Western Trade Training Institute	147,037.06
Total	**$14,877,828.27**